

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

ATTORNEY, COLLECTIONS SECTION-- STATE BOARD OF ACCOUNTS

Represent the State of Indiana in state and federal courts in cases referred to the Attorney General's Office by the State Board of Accounts. Reports to Section Chief of Collections.

Duties:

- Handles all phases of litigation, including research and preparation of pleadings, motions, briefs and proposed court orders; negotiate settlements; communicate with all necessary parties to the litigation, including but not limited to, clients, defendants, opposing attorneys and paralegals, court staff and mediators; and attend hearings and trials.
- Responds to Agency/Client requests and questions. Advise clients regarding specific legal questions or other matters involving collections. Review new cases and make recommendations for legal action.
- Supervises the work of paralegals and other administrative personnel.
- Handles high profile cases with press exposure and political ramifications. Caseload receives high level of interest from the Attorney General.
- Other duties as assigned by Section Chief.

Skills:

Knowledge of: Court procedures and policies, state and federal statutes; legal research methods, English usage and grammar, legal writing skills, word processing and computer equipment and software.

Responsibility for: Confidential legal information that may not be disclosed to others because it must be protected for the benefit of the State Government, client agencies, or individuals. Ability to respond to questions from client agencies regarding status of cases and other legal problems.

Technical Ability: Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Regular use of printer, telephone, fax machine, and copier machine to copy legal documents.

Analytical Ability: Apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with support staff and courts; prepare statistical reports.